

FIRST NAME AND LAST NAME

Street Address, City, State Zip Code

(803) 999-9999

Clemson email address

OBJECTIVE

A focused objective statement is absolutely necessary. Keep to one direct, concise line.

EDUCATION

Bachelors of (Insert your major degree here), Clemson University

Clemson, SC

Minor: (Enter your minor, focus or concentration(s) here)

Month year

GPA: Insert GPA if above 3.0

Insert Study Abroad School Name and Location

Year Studied

LANGUAGES Insert any foreign language competency

EXPERIENCE

INSERT COMPANY'S NAME (ALL CAPS not bolded)

City, State

Title of the position (bold)

Month year – Month year

- Insert your accomplishment Statements (2 to 4). Keep to 1 line (concise, clear, direct).
- Begin each statement with a strong action verb and end each statement with a period.
- Each should highlight an achievement and/or value-adding experience, *quantified*.
- Accomplishment statements should be relevant to the job you are targeting.

INSERT COMPANY'S NAME (ALL CAPS not bolded)

City, State

Title of the position (bold)

Month year – Month year

- Insert your accomplishment Statements (2 to 4). Keep to 1 line (concise, clear, direct).
- Begin each statement with a strong action verb and end each statement with a period.
- Each should highlight an achievement and/or value-adding experience, *quantified*.

INSERT COMPANY'S NAME (ALL CAPS not bolded)

City, State

Title of the position (bold)

Month year – Month year

- Insert your accomplishment Statements (2 to 4). Keep to 1 line (concise, clear, and direct).
- Begin each statement with a strong action verb and end each statement with a period.
- Each should highlight an achievement and/or value-adding experience, *quantified*.

SKILLS Insert your skills

AWARDS Insert your awards and honors.

Month year – Month year

ACTIVITIES Insert recent activities and memberships

Month year – Month year

INTERESTS Insert your interests.